

Town of Wake Forest

EMPLOYMENT APPLICATION

An Equal Opportunity/Affirmative Action Employer
Application may be mailed or hand-delivered to:
Department of Human Resources
401 Elm Avenue
Wake Forest, NC 27587

Fill out all sections **COMPLETELY** and to the best of your ability. Your application will be used as part of the examination process and, therefore, should represent your best effort. **Unsigned or incomplete applications will not be considered**. Once submitted, application materials become the property of the Town. An application must be received by the Human Resources Department by 5:00 p.m. on the closing date posted to ensure consideration. The Town **DOES NOT** accept **FAXED** applications. Photocopied applications must have an original signature and current date. If a position is posted as "may close without notice", **APPLY IMMEDIATELY**

INFORMATION <u>:</u>			
(1) Position applied for:	Date:		
(2) Date available to start work:			
(3) Are you seeking: Full-time Part-time Temp Summer			
(4) NAME:			
	(last) (middle)	(first)	
(5) ADDRESS:			
State, Zip Code)	(Street or P.O. Box)		(City,
(6) Home Telephone Business Telephone			
(7) Are you 18 or older? Yes No If you answered No, what is	s your birth date?		
GENERAL INFORMATION:			
(9) Apart from absences for religious observances, will yo weekend work? Yes No	u accept employment requiring n	ight work or	
(10) Have you ever been employed with the Town of Wake	Forest? Yes No		
If so, what department and when?		_	
(11) Have you applied to the Town of Wake Forest before?	Yes No		
If so, what position and when?			
(12) Are you now or were you ever previously related in an	y way to a Town employee?		
Yes No If Yes, give name, relationship, and department	nt:		
(13) Are you able to perform all of the duties of the job for	which you have applied? Yes	_ No	
(14) Have you ever been convicted of a felony? Yes N	o If Yes, please explain:		_

NOTE: A conviction record will not necessarily exclude you from employment. Factors such as age at time of offense, rehabilitation efforts, length of time since the offense, and nature of the crime will be taken into

consid	аеганоп.
(15)	Are you an American citizen or do you currently have authorization to work in the U.S.?
Yes_	No
(16)	Did you receive any of your education or employment experience under another name?
Yes _	No If Yes, please explain:
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EDUCATI	ON
Provide you	r complete history.
(17) Indicate	e highest school year completed: (for example: 8th grade; 12th grade)
(18) Name o	of High School City & State

(19) Have you received a high school diploma or equivalent? Yes ____ No ____

Education Beyond High School	Name and Location	Attended From Mo/Yr - Mo/Yr	Did You Graduate?	Credit Hours	Degree, Certificate Earned or No. of Yrs.	Major Minor
Colleges Universities			Yes No			
Graduate or Professional Schools			Yes No			
Technical Institutes, Internship, Other			Yes No			

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KNOWLEDGE, SKILLS, & ABILITIES:

(23) Please list any knowledge, skills, or abilities you have that you feel are applicable to the position for which you are applying. Include skills with equipment or machines you can operate. If you wish consideration for a secretarial/clerical position, indicate typing speed and word processing software packages known and/or used.

		TION, LICENS						
(24)	List fi	ields of work for w	hich you have bee	en registere	d, licensed, or	certified.		
	Regis	tration: State:	No:	H	Exp Date:			
	Regis	tration: State:	No:	H	Exp Date:			_
	Other	::						-
	(25)	Please list your V A	ALID DRIVER'S	S LICENS	E NUMBER a	and the state	e in which it v	was issued. If you
	not hav	e a driver's license	, please put "NON	NE" in the l	olank.			
	Driver	's License No.: Sta	ıte:					
	(26)	Is your driver's lic	ense a Commerci	ial Driver's	License? Yes	No	If Yes, ind	icate the class
	LOYM	<u>ENT</u>						
Rec	rmation	r complete work his	rmat, are acceptab	ble. BEGIN	with your CU	JRRENT or	most recent p	position. Include
Receinfo mili	rmation tary and	_	rmat, are acceptate experience. Be sur R MARKED N/A	ole. BEGIN re to accour A (not appl	with your CU nt for gaps in y icable). "See	JRRENT or your employ attached re	most recent pyment history. esume is NOT	osition. Include ALL SPACES Γ acceptable.
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Date employed	Date Separated	d:
Employer or Company Name:	Telephone N	Number:
Employer or Company Address:		
Name & Title of Most Current St	pervisor	:
	art-time: Yrs Mos If part-time	
DUTIES, IN ORDER OF IMPO	RTANCE:	
REASON FOR LEAVING:		
	RECENT EMPLOYMENT (or e	
		Last Salary
	Date Separated:	
		ne Number:
		a of
hours worked per w	rs. Mos. If part-time, give the numbe	or or
DUTIES, IN ORDER OF IMPO		
DOTIES, IN ORDER OF IMITOR	CTANCE.	
REASON FOR LEAVING		-
D. NEXT MOST I	RECENT EMPLOYMENT (or e	explain gap in employment.)
JOB TITLE	_Starting Salary	Last Salary
Date employed	Date Separated:	
Employer or Company Name:	Telephone	e Number:
Employer or Company Address:		
Name & Title of Most Current So	pervisor:	
Full-time: Yrs Mos Part-	time: Yrs Mos If part-time,	, give the number of hours
worked per week: _		
DUTIES, IN ORDER OF IMPO	RTANCE:	

E. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment.) JOB TITLE _____ Starting Salary _____ Last Salary _____ Date employed ______Date Separated: _____ Employer or Company Name: Telephone Number: Employer or Company Address: Name & Title of Most Current Supervisor _____: Full-time: Yrs ___. Mos.___ Part-time: Yrs. __ Mos. ___ If part-time, give the number of hours worked per week ____: DUTIES, IN ORDER OF IMPORTANCE: REASON FOR LEAVING F. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment.) JOB TITLE _____ Starting Salary ____ Last Salary ____ Date employed Date Separated: Employer or Company Name : Telephone Number: Employer or Company Address: Name & Title of Most Current Supervisor: Full-time: Yrs. ___ Mos. ___ Part-time: Yrs. ___ Mos. ___ If part-time, give the number of hours worked per week :_____ DUTIES, IN ORDER OF IMPORTANCE: ___ REASON FOR LEAVING Please use this space if you wish to include additional information or explanation:

Certification and Release (MUST BE SIGNED & DATED BELOW)

To the best of my knowledge, the information given on this application is truthful, and accurately represents my background and experience. I understand that if I have knowingly or negligently misrepresented, falsified, or omitted any information during the application process, I may be disqualified for employment consideration or dismissed from employment with The Town of Wake Forest.

I authorize my current and former employers to give any information regarding me, and my employment with them. I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certifications earned, to The Town of Wake Forest. Likewise, I authorize associations, registration and licensing boards to furnish whatever detail is available concerning my qualifications. I expressly waive any right I have to review information the Town receives from an employer or educational institution under a promise of confidentiality, notwithstanding any provision of State or Federal Law.

I authorize The Town to conduct a Police, Court, Credit, and/or Motor Vehicle Records Investigation of my background.

I understand that upon offer of employment from The Town of Wake Forest, I will be tested for drug and alcohol use. I consent to the testing and understand that the results of such testing could preclude my employment with The Town.

I understand and acknowledge that should I obtain employment with the Town of Wake Forest, then I serve "at will". This means that I may be terminated at any time with or without cause. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically approved by the Town Manager.

SIGNATURE DATE		
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Revised June 13, 2003